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Non-Contract Renewal Years

Which stores to select?

Consider monitoring any stores that you've received complaints about or stores that you've not shopped in or visited recently. When possible, rotate the stores that you monitor.

Remember! The visit must include an assessment for minimum stock requirements. And, be sure to conduct the monitoring visit and enter into KWIC by August 1.

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New Vendors and Change of Ownership

New Vendors and Change of Ownership

New vendors or vendors that have had a change of ownership cannot process eWIC transactions until the monitoring visit and assessment for minimum stock requirements has occurred.

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Kansas Vendor Policies

See KS Vendor [policies](#)

VENDOR	
Local Agency Vendor Overview	VEN 01.00.00
Local Agency Vendor File	VEN 01.01.00
Notification Process for New Vendors	VEN 02.00.00
Vendor Evaluation and Selection Criteria	VEN 02.01.00
Evaluation of New Vendors	VEN 02.02.00
Kansas Vendor Registration	VEN 03.00.00
Minimum Stock Requirements	VEN 03.01.00
Vendor Commitments	VEN 03.02.00
Change of Ownership	VEN 03.03.00
Vendor Changes	VEN 03.04.00
Vendor Name Change	VEN 03.05.00
Vendor Relocation	VEN 03.06.00
Vendor Contracts	VEN 04.00.00
Vendor Training	VEN 05.00.00
Vendor Monitoring	VEN 06.00.00
Vendor Payment Complaints	VEN 07.00.00
Vendor Payment System	VEN 08.00.00
Vendor Selection System - Federal Standard Vendors	VEN 09.00.01
Compliance Audit	VEN 09.00.02
Vendor Communication Portal	VEN 10.00.00
Identifying High-Risk Vendors	VEN 11.00.00
Vendor Paper-Based System	VEN 12.00.00
Vendor System	VEN 13.00.00

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New Vendors and Change of Ownership

The Process

- Coordinate visit in advance.
- Invite store manager or other personnel to participate.
- Much of the information needed to complete the form can be provided by simply having a conversation.
- It is not necessary for store personnel to accompany you during the minimum stock assessment. Allow time at the end of the visit to review the results and provide feedback.
- Be prepared!

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The Paperwork

- Vendor Monitoring Form
 - Can be used as part of your conversation with vendor
- WIC Product Inventory Form
 - This is what you use for the minimum stock assessment
 - Refer to Minimum Stock Requirements form for Rural or Urban
- Minimum Stock Exemption Form (just in case)
 - Used by the vendor upon request
- New Vendor Evaluation Form (only for new/change of owner)
 - Can be used as part of your conversation with vendor

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The paperwork that you will use for monitoring visits is located on the Kansas WIC website under [Forms/Administrative Materials](#).



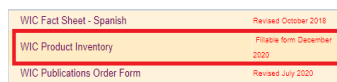
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WIC Product Inventory Form

Use for annual monitoring visits and new/change of ownership.
Requires two signatures: yours and store manager/personnel.



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WIC Product Inventory Form

Vendor _____ County _____ ☐ Urban ☐ Rural

All areas where the vendor does not meet minimum stock should be reviewed with a representative from the store.

Food Item	Varyety	Price	Shelf labels in use Yes <input type="checkbox"/> No <input type="checkbox"/>		Exemption on file? <input type="checkbox"/>
			Required Package	Minimum Stock	
Similar Advance	Powder	\$ 12.4 oz	Urban 22 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Similar Soy	Powder	\$ 12.4 oz	Rural 11 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Similar Soy	Powder	\$ 12.4 oz	Urban 22 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Similar Soy	Powder	\$ 12.6 oz	Rural 11 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Similar Soy	Liquid Conc	\$ 13 oz	Urban 10 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Similar Soy	Liquid Conc	\$ 13 oz	Rural 55 cans	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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WIC Product Inventory Form

BABY FOOD				Shelf labels in use Yes <input type="checkbox"/> No <input type="checkbox"/>		Minimum Stock Level		Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Food Item	Minimum Brand/Variety	Price	Required Package	Minimum Stock Level	Exemption on File?	Food Item	Minimum Brand/Variety	Price	Required Package
Fruit Brand	4 Varieties	\$	4 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>	Meat w/prov Brand	3 Varieties	\$	2.5 oz containers
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Vegetable Brand	4 Varieties	\$	4 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	

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WIC Product Inventory Form Page 2

CEREAL				Shelf labels in use Yes <input type="checkbox"/> No <input type="checkbox"/>		Minimum Stock Level		Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Food Item	Minimum Brand/Variety	Price	Required Package	Minimum Stock Level	Exemption on File?	Food Item	Minimum Brand/Variety	Price	Required Package
Whole Grain	2 Varieties	\$	8 oz container	Urban: 48 oz total Rural: 24 oz total	Yes <input type="checkbox"/> No <input type="checkbox"/>	Meat w/prov Brand	3 Varieties	\$	2.5 oz containers
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Breakfast Cereal	4 Varieties	\$	12 oz container	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Milk	2 Varieties	\$	1/2 gallon	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	

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WIC Product Inventory Form Page 3

EGG				Shelf labels in use Yes <input type="checkbox"/> No <input type="checkbox"/>		Minimum Stock Level		Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Food Item	Minimum Brand/Variety	Price	Required Package	Minimum Stock Level	Exemption on File?	Food Item	Minimum Brand/Variety	Price	Required Package
Large whole egg	1 Brand	\$	1 dozen	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	

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WIC Product Inventory Form Page 4



OTHER FOODS				Shelf labels in use Yes <input type="checkbox"/> No <input type="checkbox"/>		Minimum Stock Level		Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Food Item	Minimum Brand/Variety	Price	Required Package	Minimum Stock Level	Exemption on File?	Food Item	Minimum Brand/Variety	Price	Required Package
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	
Meat w/prov Brand	3 Varieties	\$	2.5 oz containers	Urban: 128 containers total Rural: 64 containers total	Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$			Exemption on File? Yes <input type="checkbox"/> No <input type="checkbox"/>			\$	
		\$						\$	
		\$						\$	

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[illegible]

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 Monitoring Visits — Paperwork



New Vendor Evaluation Form

For new vendors or change of ownership


Vendor Application Packet	updated October 2018
New Vendor Evaluation Form	
Vendor Manual	updated October 2018

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Monitoring Visits — Paperwork




New Vendor Evaluation Form




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Monitoring Visits — Paperwork



Vendor Monitoring Form

Use at every monitoring visit. Requires two signatures: yours and store manager/personnel.

New Vendor Evaluation Form	
Vendor Manual	updated October 2019
Vendor Monitoring Form	Florida form December 2020
Vendor Participation Contract	updated 2020

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[illegible]


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[illegible]

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Monitoring Visits — Paperwork




More about the Monitoring Form

Complete this part in advance for existing vendors


6. Sanctions and Contract Violations:

- a. Does the vendor have less than 10 findings in the previous year?
- b. How many letters did the LA issue to this vendor during the past year?
- c. How many complaints were lodged against this vendor during the past year?
- d. How many WIC transactions occurred at this vendor in the last month? (specify month)

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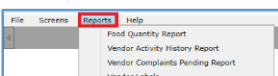


Monitoring Visits — Paperwork



Where do I find # of WIC transactions?

KWIC Vendor Management > Reports > Vendor Listing and Volume Report



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Monitoring Visits — Paperwork

Enter month and Vendor ID

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Monitoring Visits — Paperwork

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Monitoring Visits — Technical Assistance

Providing technical assistance?

Refer vendors to:

www.kansaswic.org/glvendors

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Entering Visit in KWIC

Entering the Visit in KWIC

KWIC Vendor Management > Screens > Vendor Monitor

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Kansas Entering Visit in KWIC

Find Monitor

Monitors: From 00/00/0000 to 00/00/0000

Monitor ID: 000

Name Like:

☐ Currently Authorized

Record Count: 0

Find

Clear

Cancel

Monitor Date Monitor ID Name Location Status Record Count

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Kansas Entering Visit in KWIC

Find Monitor New Monitor

Detail Findings Check Findings Outcomes

Detail

Vendor

Address

Monitor Date: 00/00/0000

Reason for Visit:

- Pre Authorization
- Note
- Initial Followup
- Random
- High Risk Random Followup
- Contract Renewal
- Complaint
- Application

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Kansas Entering Visit in KWIC

Findings

Detail Findings Check Findings Outcomes

Findings

Name:

Address:

Monitor Date: 01/12/2021

Total Finding points between 10/01/2019 and 09/30/2022: 0

Available Findings:

- No findings
- Shelf tags not being used
- Missing door decal
- No receipts on file in store
- Outdated infant formula
- Prices not posted
- Uncooperative employees
- Defrosted juice in freezer
- Insufficient fruits/vegetables
- Insufficient baby food

Selected Findings:

Note: Selected Findings

Finding points:

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Kansas Entering Visit in KWIC

Outcomes

Detail Findings Check Findings Outcomes

Outcomes

Name:

Address:

Monitor Date: 01/12/2021

Available Outcomes:

- No findings
- Call to state office
- Discussed findings with store staff
- Technical assistance offered
- Follow-up visit scheduled
- Cashier Training

Selected Outcomes:

Note: Selected Outcomes

Outcome Selected

General Outcome Note

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When are points “too many points”?

Violation Points	Sanction	Time Frame
3 - 5	Warning Letter with possible Mandatory Training session(s)	Points will accumulate for the vendor's contract cycle.
6 - 9	\$100.00 fine	
10 - 14	\$250.00 fine	
15 +	Termination of Contract and six (6) month disqualification	

[VEN.08.00.00](#)

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Why is it important to accurately enter information into KWIC?

- KS WIC needs it for USDA's "Vendor Integrity Report"
- USDA reviews the report to ensure monitoring (and training) are delivered per regulations.

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Summary

- All new vendors or vendors with a change of ownership must receive a monitoring visit before processing eWIC transactions.
- You will complete monitoring visits for all your stores every three years, during the last fiscal year of the vendor's contract.
- You will complete monitoring visits for 10% of your stores during non-contract renewal years.
- All monitoring visits need to be completed and information entered into KWIC by August 1 so that the SA Vendor Managers can report to USDA.

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Thank you!

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Questions

